NGDA Dataset Report

Official NGDA Title: Rail Lines

Metadata Record Title: Rail Lines (National) - National Geospatial Data Asset (NGDA) Rail Lines

A–16 NGDA Theme: Transportation

Executive NGDA Theme Champion(s):

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Metadata:

Registration Status: Complete

Registered on 4/11/2014

GeoPlatform Link*: https://www.geoplatform.gov/node/243/ee91488f-755f-40cb-9aca-408b697ac21a

Data.gov Metadata Link*: http://catalog.data.gov/harvest/object/a04123bd-0b46-4c8a-8c61-54382f09ec4b/html

*If the metadata has been updated and reharvested after publication of this report, the link may no longer be valid. The dataset may be searched for manually in Data.gov or GeoPlatform.gov.

NGDA Lifecycle Maturity Assessment (LMA) Report

Time Frame:

Baseline assessment include based on start time of 2005.

LMA Submission:

Status: Complete

Date: 9/22/2015

Extension Requested: No

LMA Reviewer(s):

Supervisor: Will Dyer

Theme Lead: Raquel Hunt

Executive Champion: Richard McKinney

SAOGI*: Richard McKinney

Other: Steve Lewis (GIO)

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Attachments:

To get access to any attachments referenced in the report, email the LMA Help Desk at NGDA_LMA_help@fgdc.gov. Please use the subject "Dataset Report Attachment(s)" and indicate the associated official NGDA title.

*Senior Agency Official for Geospatial Information (SAOGI)

Lifecycle Maturity Assessment (LMA) Summary

Overall Maturity:

Mature; Consistent

General Questions: 72%

Mature; Consistent

Stage 1 - Define/Plan: 78%

Mature; Consistent

Stage 2 - Inventory/Evaluate: 100%

Optimized; Established

Stage 3 - Obtain: 60%

Managed; Predictable

Stage 4 - Access: 100%

Optimized; Established

Stage 5 - Maintain: 69%

Managed; Predictable

Stage 6 - Use/Evaluate: 55%

Managed; Predictable

Stage 7 - Archive: 100%

Optimized; Established

NGDA Dataset Maturity Definitions:

How To Calculate Maturity: https://www.geoplatform.gov/sites/default/files/How_to_Calculate_Maturity.pdf

Maturity	Maturity Characteristics for All Lifecycle Stages
Optimized; Established Rank = 5	Dataset meets virtually all business needs of all users. The dataset is considered authoritative by owners and secondary users. It is curated across all stages of the approved lifecycle. Future needs are defined on a regular basis and resources for addressing both current and future business requirements are available.
Mature; Consistent Rank = 4	Dataset meets all the business needs of the primary owner and most of the secondary users. The dataset is curated and used as authoritative by the primary owner. Dataset is used widely by secondary users actively engaged in sustaining the dataset. Future needs are identified and steps are planned to address these. All stages are supported and reviewed on a recurring basis. The dataset is well managed in relation to the approved lifecycle.
Managed; Predictable Rank = 3	Dataset meets a significant number of the business needs of the primary owner and is widely used as an authoritative resource by secondary users. Benchmark activities are occurring in at least four of the approved lifecycle stages. Management practices in relation to the approved lifecycle is moderate but consistent. Dataset is integrating changing business requirements in lifecycle stages impacting overall maturity.
Transition; Transformation Rank = 2	Dataset meets business needs of the primary owner and has moderate use by secondary users. Benchmark activities are occurring in at least three stages. Efforts to integrate funding, include partners, and obtain data are not supported in a sustained manner. Management practices in relation to the stages of the approved lifecycle is limited.
Planned; Initial Development Rank = 1	Dataset limited in meeting business needs of the primary owner. Benchmark activities in the approved lifecycle are just starting to consider secondary uses, partnerships are forming to support additional dataset uses. Dataset development is in a very early stage. Minimal or limited management against the benchmarks in the approved lifecycle.
No Activity Rank = no activity	Dataset meets project or local business needs of the primary owner, secondary or additional uses or users were not considered, not recognized as an authoritative data or is part of a similar dataset. Not managed to any of the benchmarks in the approved lifecycle.

General Questions for All Stages

1) Is there a recurring process to obtain funding for all lifecycle stages of this dataset?

Answer: Funding support exists but is not adequate to meet known requirements, most lifecycle stages are supported.

Justification Comment: **Attachment(s):** 0

There is a recurring process to obtain funding support but it not adequate to meet known requirements. The majority of the funding is based on FTE and covers some aspect of all stages within the lifecycle. We have support staff and contract dollars for Stage 3: Obtain. Areas that needs more resources for the following stages:
- Inventory and Evaluate: Data Management Plan
- Obtain: The process is currently evolving to be more centralized
- Maintain: The process is currently evolving to be more automated by the rail industry
- Maintain: Need to develop knowledge transfer

Note: The rail network is currently under transition and evolving.

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2) Is there a process in place to ensure that open government and transparency guidelines are followed in all lifecycle stages for this dataset?

Answer: Process established, significant portions of the documentation is complete.

Justification Comment: **Attachment(s):** 2

The US Department of Transportation's Order 1351.34, or Data Release Policy (DRP), ensures that every lifecycle stage in the development of this dataset follows open government and transparency guidelines. The policies within the DRP are levied by the Federal Funding Accountability and Transparency Act of 2006 and the Memorandum on Transparency and Open Government (January 21, 2009).

Updates to the DRP will be released in 2015. The updates will cover the entire data and information lifecycle and be consistent with OMB Memorandum M-13-13; Open Data Policy. It will also identify touch points to related information management policies such as DOT Order 1351.37, Departmental Cybersecurity Policy; DOT Order 1351.18, Privacy Risk Management; and DOT Order 1351.28, Records Management

The Department has not yet implemented its policy for proper handling of CUI. Our related policies will be updated, as necessary, once the CUI policy has been issued.

Note: The rail network is currently under transition and evolving.

The FRA did adhere to the policy for market research prior to the request for information for the GIS Rail Consolidation project, please see signed letter attachment.

The data has a schedule with the National Archives and Records Administration (NARA).

Sources:
http://assets.sunlightfoundation.com.s3.amazonaws.com/policy/papers/DOT%20Order%201351.34.pdf
http://www.gpo.gov/fdsys/pkg/PLAW-109publ282/pdf/PLAW-109publ282.pdf
https://www.whitehouse.gov/the_press_office/TransparencyandOpenGovernment
https://www.whitehouse.gov/sites/default/files/omb/memoranda/2013/m-13-13.pdf
http://our.dot.gov/team/dot.it/CIOP/DOT%20Order%201351.37,%20Departmental%20Cybersecurity%20Policy.pdf
http://our.dot.gov/team/dot.it/CIOP/CIOP%20-%20Privacy%20Risk%20Management%20-%201351.18%20-%20Policy%20-%2009302014.pdf
http://our.dot.gov/team/dot.it/CIOP/Records%20Management.pdf
FRA's Web Mapping Service http://fragis.fra.dot.gov/fragis/rest/services/FRA_Rail/MapServer

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3) Are there processes and tools in place so that staff are sufficiently knowledgeable to ensure a continuity of the dataset for all stages of the lifecycle, especially during staffing transitions?

Answer: Processes and tools to ensure dataset continuity are defined and beginning to be implemented.

Justification Comment: **Attachment(s):** 0

The lifecycle stages that have processes in place at a Program Office level is Define, Access, Access, and Archive & Disposal. Supporting documentation is unavailable because they are not distributed within the public domain.

Within the agency, there are well define controls for continuous monitoring, privacy threshold assessment, and security assessment plan at a system level. Supporting documentation is unavailable because they are not distributed within the public domain.

DOT has developed the Strategic Plan for the Transportation Theme of the National Spatial Data Infrastructure and will be releasing to the public the end of FY15/beginning of FY16. The portion for rail does have portions of the lifecycle stages that will ensure dataset continuity.

Note: The rail network is currently under transition and evolving.

We are currently developing SOPs but awaiting a MOU with the rail industry. The process is currently evolving to be more centralized, standardized, and streamlined.

STAGE 1 - Define/Plan

4) Are user and business requirements defined and formalized?

Answer: A recurring process exists for gathering partners/ stakeholders requirements is in place and is in the beginning stages of implementation.

Justification Comment: **Attachment(s):** 0

User and business requirements are a recurring process exists for gathering partner/stakeholders requirements are in place and is in the beginning stages of implementation. The current Stakeholders are comprised of the Railroads, State DOTs, FRA Safety and Policy, other modes within the USDOT, Military Surface Deployment and Distribution Command, Transportation Engineering Agency, National Emergency Number Association (NENA) and academia.

Since the rail industry is privately owned, it is critical to have the railroads endorse the data. There are several systems that the railroads depend on and these systems are built on the rail network, such as the Railroad Corridor Risk Management System (RCRMS).

The requirements are review at least once a year by the GIS Rail Committee that has representation of the Class 1 railroads, Association of American Railroads (AAR), RailInc, and FRA.

Currently we are working on a MOU between FRA and RailInc/AAR on the exchange of spatial data to support the rail network. Within the MOU will outline the schedule, the data that is public and proprietary, and the use cases.

The rail network does cover all of North America but the U.S. portion is currently released annually on the National Transportation Atlas Database (NTAD). The network must be routable to support all of the stakeholders.

Other includes but not limited to the following: Other modes such as the Federal Highway Association (FHWA) to support the Freight Analysis Framework (FAF), National Emergency Number Association (NENA), Eastern Regional Technical Advisory Committee, State DOTs (State Rail Plans), Logistic Planners, Academia, etc.

Note: The rail network is currently under transition and evolving.

5) How are partners/stakeholders involved in the requirements collection process?

Answer: A recurring process exists for gathering partners/ stakeholders requirements is in place and is in the beginning stages of implementation.

Justification Comment: **Attachment(s):** 1

The partners/stakeholders are involved in the requirements are in place and is in the beginning stages of implementation. The current Stakeholders are comprised of the Railroads, State DOTs, FRA Safety and Policy, other modes within the USDOT, Military Surface Deployment and Distribution Command, Transportation Engineering Agency, National Emergency Number Association (NENA), the industry, and academia.

The National stakeholders are with railroads and FRA's Safety and Policy offices. The regional and local stakeholder would be the State DOTs, the Military Surface Agency, and NENA

Currently, we have meetings with the Class 1 Railroads, Association of American Railroads, and RaiInc every 2 weeks to go over the FRA rail network.

Meet with the Military Surface Deployment and Distribution Command, Transportation Engineering Agency twice a year.
http://www.sddc.army.mil/sites/TEA/Functions/SpecialAssistant/Pages/RailroadsNationalDefense.aspx

Meet annual with the State DOTs at the American Association of State Highway and Transportation Officials sponsors the annual GIS for Transportation Symposium.
http://www.gis-t.org/

In 2015 had weekly meetings with NENA to finalize the Railroad & PSAP Interaction document. Please see attachment. http://www.nena.org/?page=RR_PSAP_InteractStnd

Present annually at the ESRI Rail Summit.
o(2014 – Lexington, KY) "FRA's Rail Network Conflation Status"
o(2013- Jacksonville, FL) 'Unified Rail Network"
o(2012 - Fort Worth, TX) "Multi-Modal Networks"

As needed, collect requirements throughout the Federal Railroad Administration offices (Safety, Policy, and R&D) and work with the other modes within the Department of Transportation.

Note: The rail network is currently under transition and evolving.

6) Is there a quality assurance process for the dataset?

Answer: Process established, significant portions of the documentation is complete.

Justification Comment: **Attachment(s):** 0

There are several processes for quality assurance that is established with portions of the documentation is completed. The network is used to route the Surface Transportation Board (STB) waybill sample annually. The routes of each record are based on ownership and trackage rights, and type of track. If a record fails during this process, it is logged and is used for validating of the network.

The network is also used within the Rail Corridor Risk Management System (RCRMS) where the routes are validated by each railroad. When an errors occur, the system administrator from RCRMS contact the FR A on correcting the issue. The rail network is updated annually by RCRMS, but

RCRMS is used throughout the year. Here are the following links for more information on RCRMS.

http://www.vrisk.com/svcGeo.html

http://www.phmsa.dot.gov/PHMSA/Key_Audiences/Hazmat_Safety_Community/Regulations/NTSB_Safety_Recommendations/Rail/ci.R-14-20,Hazmat.print

Note: The rail network is currently under transition and evolving.

Currently the Association of American Railroads (AAR) has an active GIS Rail Committee that has a representative from each pf the Class 1 railroads. With the evolving rail network and the GIS conflation and consolidation, the AAR GIS rail committee has formed a Technical Advisory Group (TAG). The TAG is currently reviewing the entire network for completeness, accuracy, and areas that need improvement; the TGA meets every 2 weeks.

http://www.aar.com/standards/GIS.html

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7) Is there a process to evaluate the sensitivity, privacy, and confidentiality of this dataset?

Answer: Sensitivity, privacy, and confidentiality evaluations fully implemented, reviewed and updated on a recurring basis.

Justification Comment: **Attachment(s):** 0

There is a process for the the sensitivity, privacy, and confidentiality evaluations fully implemented, reviewed and updated. The rail network does contain several attributes that are not released within the public domain because the data is Controlled unclassified Information (CUI) that includes Confidential Business Information.

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8) Are defined data standards used in collecting, processing, and/or rendering the data?

Answer: Standards being implemented.

Justification Comment: **Attachment(s):** 0

Data Standards are being implemented for the collection, processing and/or rendering the data. Note: The rail network is currently is under transition and evolving and will only reflect the data for 2015.

The current network is 1:100k accuracy or better. There has been spatial realignment for Alabama, Connecticut, Massachusetts, Rhode Island, Florida, Oklahoma, Kansas, Washington D.C., Kansas, and new passenger routes between Richmond to Norfolk and Portland to Brunswick. There will be a complete update to the entire FRA rail network in FY16.

The network is versioned twice a year so that the stakeholders can have an updated version of the network. The network is versioned in January/February for the RCRMS and the NTAD product. The network is versioned again for other stakeholders such as academia such as the Climate Central.

The collection methods that we use vary in content when updating the spatial accuracy or the attributes that make up the database. The Class 1 railroads do provide the attribute updates as needed. The Federal Railroad Administration (FRA) uses the foot by foot data that is collected by their geometry track cars. Other sources of data are holding companies of short lines, industry data sources, track charts, Oak Ridge National Labs (ORNL), State DOTS, Association of American Railroads (AAR), and RailInc.

Externally the data is available in shapefile format. Internally, the data is stored in a geodatabase to check and validate the topology.

The metadata can be found on Data.gov https://catalog.data.gov/dataset/rail-lines-national-national-geospatial-data-asset-ngda-rail-lines

Note: The rail network is currently under transition and evolving.

Currently, our use cases for the development and maintaining the rai network is based on public use, routing, mapping, emergence response, rail and public safety, security, and reference locations.

STAGE 2 - Inventory/Evaluate

9) Is there a process for determining if data necessary to meet requirements already exist from other sources (either within or outside the agency) before collecting or acquiring new data?

Answer: Process for determining appropriate data is being reused fully implemented, reviewed, and updated on a regular basis.

Justification Comment: **Attachment(s):** 2

The U.S. Department of Transportation's Planned Geospatial Data Acquisitions policy (February 2014) establishes procedures to eliminate unnecessary efforts. Specifically, no office may collect or produce geospatial data if a dataset that meets the office's needs already exist.

Below is section four of the policy. It defines the Department's data acquisition procedures.

4.In order to avoid duplication of geospatial data acquisitions, offices and operating units within the Department shall not expend funds to acquire or produce geospatial data if an existing source for that data is available and meets mission requirements. Offices shall coordinate with other organizations, whether within or outside of the Department, if it is determined another organization is planning on acquiring or producing data that will meet the needs of the office as soon as possible, but no later than 30 days prior to the planned acquisition.
4.1.Before expending funds to collect or produce new geospatial data each office will search the officially designated National Spatial Data Clearinghouse and any other appropriate sources to determine if existing data meets agency needs. The office shall also search any Federal Geographic Data Committee (FGDC)-approved clearinghouse(s) containing references to planned geospatial data acquisitions as soon as the need for the data arises.
4.2.The office shall document the date, clearinghouse(s) searched, search criteria and results of that search.
4.3.If the office discovers/identifies geospatial data from another organization that is appropriate for the office use, the office shall obtain and use that existing geospatial data.
4.4.If the office discovers/identifies through the search required by Section 4.01 above that another organization has plans to acquire or produce geospatial data that is appropriate for use by the office, the office shall contact that organization and develop a plan to coordinate or partner with the other office as appropriate. They can share in the cost by including an Interagency Agreement to transfer the funding to the sponsoring agency.
4.5.If the office does not discover/identify existing or planned acquisitions of appropriate geospatial data, the office shall create a metadata record following FGDC requirements for metadata that describes the planned acquisition. The office shall publish the metadata to the appropriate National Spatial Data designated Clearinghouse(s).
4.6.If the office is contacted by an organization that is interested in the planned acquisition for geospatial data, the office shall coordinate with the organization to avoid duplication of the geospatial data acquisitions.
4.7.Upon request, the offices shall report to the Department Senior Agency Official for Geospatial Information (SAOGI) and Geospatial Coordination Council on activities related to this policy.
Note: The rail network is currently under transition and evolving.

The FRA did adhere to the policy for market research prior to the request for information for the GIS Rail Consolidation project, please see signed letter attachment.

STAGE 3 - Obtain

10) Is there a process for obtaining data in relation to this dataset?

Answer: Process is under development.

Justification Comment: **Attachment(s):** 0

There is a process under development for obtaining data in relation to this dataset. Within the Federal Railroad Administration, we have a Capital Planning Board that assesses all of the investments quarterly. Currently the only funding dedicated to the rail network is the collection of the Million Gross Tons (MGT) from the Class 1 railroads and coding onto the network. This MGT is proprietary to the railroads is only used for internal routing. The majority of the rail collection is based on FTEs using varies sources from the rail industry, State DOTs, and from FRA's Safety programs.
Note: The rail network is currently under transition and evolving and more funding will be provided to keep the information updated. We are currently developing SOPs but awaiting a MOU with the rail industry. The process is currently evolving to be more centralized, standardized, and streamlined.

11) Is the metadata in a FGDC endorsed geospatial metadata standard?

Answer: Metadata is available in a format endorsed by the FGDC, it fully describes the dataset and provides all the information required to make the dataset discoverable, accessible, and usable.

Justification Comment: **Attachment(s):** 0

The U.S. Department of Transportation's Creation and Publication of Metadata for Geospatial Data policy (February 2014) establishes that all Departmental offices and operating units of the Department that collect, procure, or produce geospatial data shall create metadata for geospatial data using standards approved by the Federal Geographic Data Committee (FGDC).

Below is section eight of the policy. It defines the Department's metadata procedures.

8.REQUIREMENTS.
In accordance with the OMB Circular A-16, the agencies shall:
8.1.Document all geospatial data that is collected, produced, acquired, maintained, distributed, or preserved by the Department using a metadata standard endorsed by the FGDC.
8.2.Ensure metadata meets or exceeds the minimum requirements of the designated standard for both content and format.
8.3.Include additional information whenever appropriate to provide the maximum information available through the standard
8.4.Submit all geospatial metadata for publication to the FGDC designated Clearinghouse.
8.5.Ensure metadata meets requirements of the Privacy Act of 1974.
8.6.Ensure information in the metadata does not release proprietary, protected, or classified information.

12) How complete is the geographic coverage as defined in the requirements for the dataset?

Part 1 Answer: Business requirement targets are being attained, cyclic updates being assessed.

Part 2 Answer: Dataset presently about 75% complete per current requirement.

Justification Comment: **Attachment(s):** 0

The annual targets are being attained, cyclic updates being assessed and the dataset is roughly 75% complete for the geographic coverage ads defined in the requirements of the dataset. The current scale of the rail network is between 1/100k to 1/24k. The coverage of the rail network is for all of North America, but only the portion of the United States is distributed on the National Transportation Atlas

Database (NTAD).
There has been spatial realignment for Alabama, Connecticut, Massachusetts, Rhode Island, Florida, Oklahoma, Kansas, Washington D.C., Kansas, and new passenger routes between Richmond to Norfolk and Portland to Brunswick. There will be a complete update to the entire FRA rail network in FY16.
Note: The rail network is currently under transition and evolving and the spatial accuracy will be 1:12,000 of accuracy or better.

STAGE 4 - Access

13) Do you have a process for providing users access to the data in an open digital machine readable format?

Answer: User access process is fully implemented, data is available, process is reviewed and updated on a recurring basis.

Justification Comment: **Attachment(s):** 0

The U.S. Department of Transportation's Bureau of Transportation of Statistics (BTS), under the Office of the Assistant Secretary for Research and Technology (OST-R), is federally mandated to produce and distribute the National Transportation Atlas Database (NTAD). This dataset is included on the NTAD and is available for download via BTS' National Transportation Atlas Database web page. NTAD DVDs are also available from BTS' Bookstore. Data on NTAD DVDs are provided in the shapefile format; a De facto industry standard which is machine readable.

Sources:
http://www.rita.dot.gov/bts/sites/rita.dot.gov.bts/files/publications/national_transportation_atlas_database/index.html

https://2bts.rita.dot.gov/pdc/index.xml

FRA's Web Mapping Service http://fragis.fra.dot.gov/fragis/rest/services/FRA_Rail/MapServer

STAGE 5 - Maintain

14) Is there a maintenance process for updating and storing the dataset?

Answer: Dataset maintenance process is being implemented.

Justification Comment: **Attachment(s):** 0

The dataset maintenance process is being implemented for updating and storing the dataset. The rail network is considered part of FRA's Railroad Network System (RNS). The RNS program continuously monitored and is assessed monthly. The Federal Railroad Administration (FRA) Office of Information Technology has required documentation for all data and systems that support FRA. Annually, there are internal documentation for the RNS program which consists of the Privacy Threshold Assessment, Contingency Planning (ISCP), ENS Contingency Plan Test (CPT), RNS Continuous Monitoring Plan, Security Control Assessment, Security Assessment Plan, and the RNS Incident Responder Plan. The Office of Information and Technology works directly with the program managers to identifying and supply the hardware and software needs. As well as provide adequate storage and backups. Currently, the rail network is scheduled with the National Archives and Records Administration (NARA) on job number N1-399-08-11.

15) Is there an error correction process as part of dataset maintenance?

Answer: Error correction process established.

Justification Comment: **Attachment(s):** 0

An error process has been established as part of dataset maintenance cycle. There are several processes for quality control that is established with portions of the documentation is completed. The

network is used to route the Surface Transportation Board (STB) waybill sample annually. The routes of each record are based on ownership and trackage rights, and type of track. If a record fails during this process, it is logged and is used for validating of the network.
The network is also used within the Rail Corridor Risk Management System (RCRMS) where the routes are validated by each railroad. When an errors occur, the system administrator from RCRMS contact the FR A on correcting the issue. The rail network is updated annually by RCRMS, but RCRMS is used throughout the year. Here are the following links for more information on RCRMS.
http://www.vrisk.com/svcGeo.html
http://www.phmsa.dot.gov/PHMSA/Key_Audiences/Hazmat_Safety_Community/Regulations/NTSB_Safety_Recommendations/Rail/ci.R-14-20,Hazmat.print
Note: The rail network is currently under transition and evolving.
Currently the Association of American Railroads (AAR) has an active GIS Rail Committee that has a representative from each pf the Class 1 railroads. With the evolving rail network and the GIS conflation and consolidation, the AAR GIS rail committee has formed a Technical Advisory Group (TAG). The TAG is currently reviewing the entire network for completeness, accuracy, and areas that need improvement; the TGA meets every 2 weeks.
http://www.aar.com/standards/GIS.html

STAGE 6 - Use/Evaluate

16) Is there a process to determine if the dataset meets user needs?

Answer: Process is being developed to determine if user needs are being addressed or met.

Justification Comment: **Attachment(s):** 0

There is a process being developed to determine if user needs are being met. The Federal Railroad Administration (FRA) is working internally on user requirements with coordination with the Office of Policy and the Office of Safety. Currently, working with our external users such as GIS Rail Committee that has a representative from each pf the Class 1 railroads, Department of Homeland Security (DHS), Oak Ridge National Labs (ORNL), etc to document and finalize the data requirements for the rail network. Since rail network is currently under transition and evolving, there have been ongoing meetings over the last 12 months to determine if user needs are being addressed. In the coming months FRA will work with the Association of American Railroads (AAR) on a MOU and the implementation of rail network. For example, FRA will release a public version of the rail network that will support the following: Class 1 railroads, U.S. Department of Transportation, Public Safety Answering Points (PSAP), States DOTs, Class 2s and 3s, or Rail industry. FRA and AAR will provide use cases that outline the importance of the MOU. Some of the use cases are as follows: Routing, Mapping, Emergency response, Safety, Security, or Reference location. In FY16 one major requirement will be to define the change management between DHS, FRA, and the rail industry.

17) Is there a process to provide users information on how to access and properly use the dataset?

Answer: Process implementation started for access and proper use.

Justification Comment: **Attachment(s):** 0

The U.S. Department of Transportation's Bureau of Transportation of Statistics (BTS), under the Office of the Assistant Secretary for Research and Technology (OST-R), provides users with a description of this dataset and its intended purpose. Furthermore, BTS explains the dataset is provided in a shapefile format and that shapefiles are comprised of eight different sub files.
For further technical assistance using this dataset users are directed to contact the Bureau of Transportation Statistics at 800- 853-1351 and refer to the NTAD2015. Users may also contact us via e-mail at answers@dot.gov or visit the BTS website.
http://www.bts.gov/programs/geographic_information_services/
U.S. Department of Transportation
Bureau of Transportation Statistics

1200 New Jersey Avenue, SE
Washington, DC 20590
800-853-1351

18) Are the business processes and management practices assessed to meet changing technology?

Answer: Assessment process implementation started for taking advantage of changing technology.

Justification Comment: **Attachment(s):** 0

The U.S. Department of Transportation's Bureau of Transportation of Statistics (BTS), under the Office of the Assistant Secretary for Research and Technology (OST-R), has a mature and optimized process by which it collects processes and publishes geospatial datasets. User and technical needs are assessed at the beginning of each production cycle and all practicable opportunities to optimize production or ease user consumption are taken.

STAGE 7 - Archive

19) Is there an archiving process for the dataset?

Answer: Archival and disposition processes are fully implemented.

Justification Comment: **Attachment(s):** 0

Archiving process is fully implemented. The FRA Records Management Program ensures that important and legally required records are maintained according to approved procedures. The program ensures that records are either destroyed or archived based on their retention schedule. Programmed dispositioning alleviates valuable and expensive storage space, reduces manpower requirements for handling and managing documents, and speeds the efficient identification and retrieval of retained records.

Management of records over their life cycle requires a process that is systematically planned, controlled, and evaluated over time. The FRA Records Management Program applies to all program offices of the agency and protects the agency in the event of litigation or other types of investigations. Currently, the rail network is scheduled with the National Archives and Records Administration (NARA) on job number N1-399-08-11.